

Comparisons of Job Characteristics

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Data Entry Keyers (43-9021)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 96

Focus Occupation: Office Clerks, General (43-9061)
Associated Occupation: Data Entry Keyers (43-9021)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	19.0	20.8	0	Current knowledge level may be sufficient
Customer and Personal Service	11.3	15.8	14.7	0	Current knowledge level may be sufficient
Computers and Electronics	8.4	11.9	8.8	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	7.5	3.2	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Office Clerks, General (43-9061)
Associated Occupation: Data Entry Keyers (43-9021)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	11.9	11.5	0	Current skill level may be sufficient
Programming	2.2	3.5	1.8	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 80

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Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Near Vision	11.1	13.8	10.0	<<	Extensive improvement in abilities may be required
Finger Dexterity	7.6	13.2	7.0	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	12.2	10.4	<	Some improvement in abilities may be required
Speech Recognition	9.9	11.5	10.3	<	Some improvement in abilities may be required
Oral Comprehension	12.5	10.7	12.2	>	Current ability level is likely sufficient
Information Ordering	9.9	10.4	8.5	<	Some improvement in abilities may be required
Wrist-Finger Speed	3.2	10.4	1.6	<<	Extensive improvement in abilities may be required
Oral Expression	12.4	9.7	11.6	>	Current ability level is likely sufficient
Perceptual Speed	7.4	9.7	6.7	<<	Extensive improvement in abilities may be required
Flexibility of Closure	7.8	9.6	7.1	<<	Extensive improvement in abilities may be required
Speed of Closure	5.9	7.6	5.0	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 80

Focus Occupation: Office Clerks, General (43-9061)
Associated Occupation: Data Entry Keyers (43-9021)

Work Activities	Exclusivity of Activity
Enter time sheet information	82
Examine documents for completeness, accuracy, or conformance to standards	64
Fill out business or government forms	42
Maintain records, reports, or files	5
Process invoices	89
Process medical records	82
Transcribe spoken or written information	74
Use computers to enter, access or retrieve data	3
Use relational database software	26
Use spreadsheet software	18
Use word processing or desktop publishing software	17

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

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Tools and Technologies

Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.